

**TOPAZ RANCH ESTATES GENERAL IMPROVEMENT DISTRICT
AND
TOPAZ RANCH ESTATES WATER COMPANY**

Address: 3924 Carter Drive, Wellington, Nevada, 89444 / Telephone: 775.266.3000

MEETING MINUTES

REGULAR MEETING MINUTES

DATE: June 8, 2022
TIME: 6:00 P.M.
LOCATION: In person at the TRE Community Center

Supporting material and the audio tape is available for public inspection at the TREGID office during regular business hours (8:00 a.m. to 2:30 p.m.), Monday through Friday, except legal holidays. Please make your request to the TREGID office at the address and phone number above OR by email directed to: Gbarber1430@gmail.com

CALL MEETING TO ORDER: Led by Chairman Brandon Taylor **TIME: 6:00 PM.**

PLEDGE OF ALLEGIANCE: Led by Chairman Brandon Taylor

BOARD MEMBERS PRESENT: Brandon Taylor, Dave Akola, George Barber, Gerald Clark and Mark Bradshaw.

STAFF MEMBERS PRESENT: Cody Dalhaus, Brittnie Morris, Christine Bradford, Jerome

INTRODUCTION OF GUESTS: None.

AGENDA APPROVAL: For Possible Action: Board action to approve the June 8, 2022 Agenda.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the June 8, 2022 Agenda. George Barber seconded. Motion carried 5 Yes - 0 No.

MINUTES APPROVAL:

For Possible Action: Board action to approve the minutes of the May 11, 2022 Regular Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the May 11, 2022 Regular Meeting Minutes. George Barber seconded. Motion carried 5 Yes - 0 No.

For Possible Action: Board action to approve the minutes of the May 26, 2022 Budget Hearing Meeting.

Public Comment before Board Action: None

Mark Bradshaw made a motion to approve the May 26, 2022 Budget Hearing Meeting Minutes. George Barber seconded. Motion carried 5 Yes - 0 No.

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PUBLIC COMMENT: None

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CONSENT CALENDAR

CORRESPONDENCE:

For Possible Action: Bills to be paid for: May 2022

1. Water Bills: \$ 26,628.42
2. Road Bills: \$ 6,480.94
3. USDA/Bergkamp: \$ 2,121.80

Open for public comment before Board action: None

Mark Bradshaw made a motion to approve the Bills to be paid for May 2022. George Barber seconded. Motion carried 5 Yes - 0 No.

For Possible Action: Budget Transfers:

Fourth Quarter FY 2021/2022 depreciation from the Water Enterprise Fund to CGP (Capital Grants Program – TREWCO – aka AB198) in the amount of \$6,120.00

Fourth Quarter FY 2021/2022 depreciation from the Water Enterprise Fund to Short Lived Assets (TRESLA) in the amount of \$2,302.60.

Fourth Quarter FY 2021/2022 deposit for the Equipment Set-Aside Fund (TREGAQ) in the amount of \$670.00 from the Road Operating funds.

Fourth Quarter FY 2021/2022 depreciation from the Water Enterprise Fund to USDA fund (TRECAP) for compliance regulation to cover minimum Debt Service Reserve in the amount of \$2,308.35.

Dave wanted to know where the authority came from for these transfer amounts. Brittne said they were recurring amounts every quarter. Brandon said that Grant requirements were part of the process and if the requirements were not met penalties could be imposed. Further follow-up will be done.

Open for public comment before Board action:

Mark Bradshaw made a motion to approve the Fourth Quarter FY 2021/2022 transfers. Gerald Clark seconded. Motion carried 4 yes - 1 no. Dave voted no

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REPORTS

REPORTS – For Discussion:

- A. Treasurer’s Report: None
- B. Water Operator’s Report: Cody Dalhaus
- C. Road Report: Cody Dalhaus
- D. Attorney’s Report: None
- E. Engineer’s Report: None

Water Operator’s Report:

TOTAL GALLONS PRODUCED TO May 31, 2022: 6,588,800 GALLONS

TOTAL MAN HOURS THROUGH May 31, 2022: 353 MAN HOURS

CUSTOMER CONSUMPTION AS OF May 31, 2022: 5,697,929 GALLONS

BULK WATER CONSUMPTION AS OF May 31, 2022: 29,380 GALLONS

WATER SAMPLING: All five routine bacteriological water samples on **May 11TH** came back negative for Total Coliforms.

MAINTENANCE & REPAIRS

Work Order Summary:

TOTAL:	DESCRIPTION:	OFFICE (CODE):
24	HIGH USAGE – LEAK CHECK	(1)
-	INSTALL NEW METER BOX / LID	(2)
3	DISCONNECTED FOR NON-PAYMENT	(3)
1	VERIFY COMPUTER METER READS	(4)
5	CHECK WATER PRESSURE	(5)
-	SYSTEM MAINTENANCE	(6)
-	METER MALFUNCTIONS / REPLACEMENT	(7)
10	WATER ON / OFF WITH LEAK CHECK	(8)
-	VERIFY METER STATUS ON / OFF	(9)
-	PULL METER PER CUSTOMER REQUEST	(10)
9	DISCONNECT WARNING NOTICE	(11)

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-	INSTALL CUSTOMER SHUT-OFF VALVE	(12)
-	LOCK-OFF METER	(13)
-	AFTER HOUR CALLS	(14)
-	CUSTOMER REQUEST ON / OFF	(15)
15	OTHER	(16)

Brandon asked why the difference between produced and consumed? Cody explained as old meter leaks and water hydrants leaks.

General Maintenance: Regularly scheduled PRV vault inspections & maintenance.

- 5/12 Vault checks
- 5/13 Flushed hydrants @ Sands, Shale, East Slate & TRD @ Hwy 208
- 5/23 Vault checks

Major Repairs:

- 5/22 Leak Repair on main @ 1450 TRD
- 5/23 Leak Repair on service line @ 1400 TRD

Future Projects - Short Range: Continue work with Shaw Engineering to begin the rehab on well #6. Working with Terra John from RCAC to find any additional funding that might be available for the District, Terra will also be out here in the next couple weeks to do a rate study for the water district.

Future Projects - Long Range: Continue work with Shaw Engineering reviewing information for system mapping & proper abandonment of old 4" water mains & with personnel at State Revolving Fund, CDBG, & USDA-RD for project funding the drilling of a new source well & upgrades to remaining 4" water mains throughout approximately 30% of the water system. Met with Bridget from RCAC and began application process for the SRF loan/grant for upgrading water mains.

Road Report:

TOTAL MAN HOURS THROUGH May 31, 2022: 219: MAN HOURS

MAINTENANCE & REPAIRS:

General Maintenance:

- 5/5 Road patch on TRD
- 5/17 Ditch maintenance on Eagle Mtn., Sunrise, Grayhills, Limestone, TRD, Red Canyon
- 5/19 Road patch on TRD from Grayhills to Sandstone.
- 5/24 Road patch @ Sandstone and Shale

Future Projects - Short Range:

- Complete patching of remaining areas on Topaz Ranch Drive.
- Plan pothole & ditch maintenance tasks on Sandstone Road and other Roads throughout district.
- Ditch maintenance & brush removal will continue along ditch flowlines & road edges until the stockpiling

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at the district yard is at capacity; at which point, ditch maintenance will continue in areas where minimal brush removal would be required.

- Screen rocky overburden & dirt around the district for materials needed for riprap projects.
- Talked to Douglass County about getting equipment and herbicide for spraying easements throughout the district

Future Projects - Long Range:

- Continue planning patching projects throughout the district until all district roadways have been maintained.
- Continue clearing brush and sediment from ditches until all ditches have been maintained.
- Riprap ditches to aid with storm water runoff and mitigation of overgrowth within ditch flowlines.
- Working with RCAC to get SRF funding for road improvement from infrastructure bill

Equipment Repairs:

- Regularly scheduled maintenance & greasing of district equipment.
- Fixed air brakes on international dump truck.

Safety Meeting: "Heavy Equipment" – 5/9/2022

- Excavators, Loaders, Graders

ADMINISTRATIVE CALENDAR

The Administrative calendar will be handled as follows:

- (1.) The Chairman will read the agenda title in the public record.
- (2.) Staff will introduce the item and provide a report, if any.
- (3.) The applicant, if any, will have an opportunity to address the Board, comment will be allowed.
- (4.) The Board will then discuss the item. Once the Board has concluded their discussion, public comment will be allowed.
- (5.) Public comment will be allowed and is limited to two minutes per speaker.
- (6.) Once Public comment is completed, the Board will then ask any follow-up questions and take action. On agenda items that are placed on the agenda "For Discussion Only" with no action listed, public comment is not legally required and must be made when the Chairman calls for public comment on the item discussed.

AGENDA

*Any items removed **ADMINISTRATIVE** from the Consent Calendar will be added and heard at this point.)*

1. For Discussion and Possible Action to approve, approve with modifications or conditions, or deny:

Approve a proposed 9% pay increase. That was talked about at the budget hearing. Bm

The discussion included the 4% merit increase that would be given and a possible cost of living increase. After comments from the board and public the conclusion was to approve a cost of living pay increase of 5%.

Open for Public Comment: public comments were in agreement with a cost of living increase.

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Motion carried 5 Yes - 0 No.

2. For Discussion Only:

Per discussion standing rule 18 item 8 clarification of the purchasing power of the dom after an item has been budgeted. Cd

A recent trailer purchase was discussed because the standing rules allows the DOM a cap of \$1,000.00 and even though two board members approved the purchase, Dave was concerned that any future purchases should have prior board approval limits for individual pieces of equipment.

Cody has been proactive in collecting third party information to put together a list of possible costs for individual items to be purchased within the \$150,000.00 Budgeted Equipment amount. They will be reviewed at the next regular board meeting. (July 13, 2022)...

Open for Public Comment:

3. For Discussion:

There was a leak on my property and I was billed, can the bill be adjusted? Fred Farley

The response is no because the leak was on private property.

Open for Public comment: Bill Bell asked if residents are notified by the water department of excessive water use due to leakage?

11. PUBLIC COMMENT:

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DA said he has a company that will supply a 13 yard container for weeds delivered for \$450.00. BM said she knew of a 20 yard container for \$450.00 to be used for weed collection. Then the discussion went on to the possibility of year round burning. Not known at this time. A comment was made that "Affordable Propane" also dealt with fuel and diesel and possible tanks. Follow-up will continue.

12. TRUSTEE REPORTS:

13. ADJOURNMENT:

Time: 7:35 PM

Mark Bradshaw made a motion to adjourn. Gerald Clark seconded. Motion carried 5 Yes - 0 No

Minutes submitted by Board Secretary, George Barber